



STATE OF MICHIGAN
RUTH JOHNSON, SECRETARY OF STATE
DEPARTMENT OF STATE
LANSING

January 13, 2012

TO: Teen Driver Education Providers

FROM: Driver Education Section
Driver Programs Division

SUBJECT: **What's New for 2012 Reporting?**

The issuance of replacement Segment 1 and Segment 2 certificate of completion has traditionally been reported to the Department on page 2 of the Program Completion Data form (DES-102).

Starting in 2012, driver education providers will report (submit) the list of students being issued replacement certificates only once, at the end of the year with the year-end report.

We have created an Excel spreadsheet for you to record the information on students who received replacement certificates. The spreadsheet is attached to the email. You may log and submit the report one of two ways:

1. Print the report, duplicate as needed, enter the student information, and mail the report with the year-end report.
2. Save the Excel spreadsheet to your computer, enter the student information, and email the report at the end of the year. Directions will be provided.

The form is set up to print page 1 (which can be duplicated as needed). If you log more than 18 replacement certificates in the spreadsheet, and want to print the information, you will need to reset the Print Area to accommodate all of the students.

The DES-102 has been revised to remove the replacement certificate information from the bottom of page 2. The revised DES-012 is attached to this email, and will also be available on the website.

The Replacement Certificate spreadsheet (DES-103) and revised DES-102 (pdf. version) will be added to the Website within the next week or two.

Also starting with the 2012 year-end report, we will be asking providers to report the number of "adult" students (age 18 or older) who attend Segment 1 and Segment 2. Please maintain that information throughout the year.

If you have any questions, you may contact us either by telephone at (517) 241-6850 or by email at drivedred@michigan.gov.